



4. “Deed of Gift” Instructions

A “Deed of Gift” is a legal document that once signed by donor and NPS official, conveys physical and intellectual ownership of the item(s) to the National Park Service. In order to accept a donation into the park collection you must fill out the top half of the “Deed of Gift”, sign and return the form with your donation:

1. On the “Deed of Gift” form, complete the top half of the form with:

Name of Donor
Telephone Number
Mailing Address
Donor(s) Signature
Date Signed

2. Leave the “Description and Condition of Objects” area **BLANK**.

A National Park Service museum curator will complete this information. A copy of the document signed by the Park Superintendent will be mailed back to you for your records.

3. Gifts to the National Park Service are tax deductible as charitable contributions. However, it is the donor’s responsibility to secure appraisals to support deductions (see IRS pamphlet 561).
4. Although we discourage conditional gifts, there are sometimes exceptions. If you plan to use any part of your story for your own commercially published work and do not wish to assign copyright to the Park Service, please submit a signed statement on a separate piece of paper stating your wish to retain copyright to your story. The curator will line out that statement on the Deed of Gift and place your letter of exception in the collection files.
5. For a term of years, copyright belongs to the **creator** of an artistic, written or photographic work, not the owner. The only items you donate which fall under copyright on your Deed of Gift are those **you created**. All other items are reviewed for copyright status under the U.S. copyright laws and fair use acts. These laws allow copyrighted materials to be used for educational and research purposes, but restrict publication rights.